



OUT OF OFFICE POLICY

Issue Date – 11/29/2006

Effective Date – 12/1/2006

1. Purpose

To ensure that IOT personnel and its customers are informed about an IOT employee's scheduled time out of the office.

2. Revision History

Revision Date	Revision Number	Change Made	Reviser
11/29/2006	01	Drafted	M. Sabau

3. Persons, Groups, Systems Affected

All IOT Personnel

4. Policy

All IOT staff members are responsible for informing fellow IOT staffers and any necessary external contacts about a scheduled absence of four or more hours from the office.

5. Responsibilities

5.1. All IOT staff

5.2. IOT Managers – remind staff when out of office time is approved.

6. Procedures

6.1 Block the time (days and hours) you will be out of the office on your Outlook calendar:

6.1.1 Open a new appointment.

6.1.2 Choose the appropriate day and time span you will be out of the office.

6.1.3 Select "Out of Office" for the *Show Time As* field. DO NOT SELECT "Busy." The "Out of Office" option will block your time as purple; the "Busy" option will block your time as blue, indicating you may still be in the office and available.

6.2 Change your voicemail greeting:

6.2.1 Indicate the time (days and hours) you will be out.

6.2.2 Indicate when you will return.

6.2.3 Tell callers whether you will be checking e-mail and voicemail.

6.2.4 Tell callers who they may contact for urgent matters. Include the staffer's contact information.

6.3 Turn on your "Out of Office Assistant" in Outlook:

6.3.1 Go to "Tools."

6.3.2 Choose "Out of Office Assistant."

6.3.3 Choose "I am currently Out of the Office."

6.3.4 Indicate the time (days and hours) you will be out.

6.3.5 Indicate when you will return.

6.3.6 Indicate whether you will be checking e-mail and voicemail.

6.3.7 Indicate who they may contact for urgent matters. Include the staffer's contact information.